



PRO-D FUNDING APPLICATION

Please complete carefully, **sign and return with any required attachments**, to the WVTA Office by district mail or fax (604-926-1119), or scan and email to kstraith@wvta.ca, retaining a copy for your Professional Growth files. **Applications when possible should be received at the WVTA Office at least two weeks in advance, and incomplete applications will be returned.** Criteria is listed on the second (reverse) page. Application deadline for the school year is June 15th.

Name: _____ **School:** _____ **Application Date:** _____

* **Conference** (full name, please!) _____

* **Growth Plan Activity** _____

* **Collaborative Activity** _____

Membership, PSA _____

Other _____

(Including resource or equipment purchases; please describe. See guidelines on second page)

- a) ***Location:** _____
- b) ***Date(s):** _____
- c) **For conferences: Registration Confirmation or Receipts attached.**
 For Resource/Technical Equipment purchases: Order Confirmation or Receipts attached.
- d) **Is a TOC required?** Yes No *(If Yes, indicate partial or full day below)*
- e) **How does this activity or purchase support your professional growth?**
- _____
- _____
- f) **How will you share this information, or incorporate your purchased resource?**
- _____
- _____

ESTIMATED COSTS (Please note any costs that will be incurred in US Funds):

Registration	\$ _____	*Date(s) Teacher on Call Required:
Accommodation	\$ _____	
Travel (see 2 nd page)	\$ _____	*Signature of Principal or Vice Principal <i>(only if requesting TOC)</i>
Meals (see 2 nd page)	\$ _____	
Equipment/Resources	\$ _____	
Misc. (parking, etc)	\$ _____	
TOTAL Expenses	\$ _____	

YOUR SIGNATURE: _____ **Date signed:** _____

For Office Use Only:

Approved (Yes/No) _____ *Signature- District PD Chair:* _____ *Date:* _____

Criteria Guiding the Allocation of Professional Development Funds

- A maximum of \$350 and two Teacher on Call support days (one day for teachers at less than .5 FTE) will be available to teachers annually to be used for Professional Development **during the current school year** until the fund for the current school year is exhausted. There is no carry over of funding not applied for in the current year to the next year.
- Non-enrolling teachers who are not replaced by a TTOC are eligible for up to \$500 annually.
- District TTOCs will have an available maximum of \$150 annually.

- **Funds may be allocated to support:**
 - Conferences (includes registration, travel, meal & accommodation costs)
 - Individual membership in a PSA
 - Growth Plan activities
 - Collaborative activities including release to observe colleagues' practice
 - Subscription/purchase costs of course related professional journals, books, or technical equipment **(new)**
 - Non-credit courses relating to teaching practices

- **Funds will not be allocated to support:**
 - Purchase of classroom materials related to student learning
 - Release for in-service related to mandated district initiatives
 - Credit Courses
 - Release for individual planning, marking, report writing, invigilating
 - Personal wellness endeavours
 - Childcare costs
 - Teacher release for involvement in fieldtrips and student activities
 - pay, or TTOC time in lieu for any professional development scheduled during non-teaching hours.

Travel Expenses

- Per diem rates for travel expenses are the same as those established by the BCTF; currently allowances are \$14 for breakfast, \$16 for lunch and \$26 for dinner.
- The current allowance for vehicle mileage is \$.54 per kilometre.
- Please submit expense claims with receipts within 30 days of return from travel.

Booking a TTOC

- book through My45
- Look for the dropdown, Absence Reasons.
- Book your day(s) under "Professional Development"

Note: *If you book a TTOC without prior approval, you may be held personally responsible for the costs.*